



South Eastern Health  
and Social Care Trust

# South Eastern Health & Social Care Trust

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## Zoom Video Guide

## Scheduling a meeting Information



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## Context

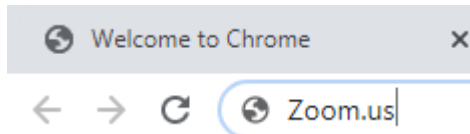
Due to Coronavirus, the South Eastern Trust is trying to connect people virtually via video meetings. Zoom is a video meeting service that is easy to use and can be used on laptops, phones and tablets. This is a brief guide to help you use Zoom.

## Useful information

- You can use Zoom from a smartphone, tablet, laptop, computer, or a Mac.
- Patients can use a hospital device to join a Zoom meeting. A Zoom meeting must be scheduled and staff should be told the Meeting ID and password to allow them to set up the meeting for patient.
- You **will** need a Zoom account if you are going to “host” a meeting
- If you are using a smartphone or tablet, you would need to download the Zoom app. Instructions for this are below. You can use either Apple or Android mobile phones.
- Meetings can be scheduled by you or another person. You will need to **Schedule a Meeting** and take note of the meeting ID and the time and date of the video meeting. At the arranged time this will allow you to join a video call.
- If you are using your smartphone be aware this could use up your mobile data allowance.
- There is no charge to you for using Zoom although this will require an internet connect. If used in the hospital setting BT Wi-Fi can be used for free.
- Zoom calls are not to be recorded either by South Eastern Trust staff or our service users. Zoom is an external company and not part of the trust systems and associated security settings.
- If you have any queries or concerns about video calling, you can contact your South Eastern Trust worker, or their line manager.
- There are instructions below on schedule a Zoom call from either a computer, or a smartphone/tablet.

## Install Zoom via Internet

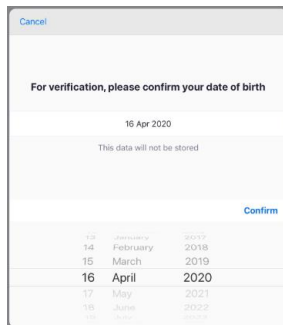
1. Go to you Internet Browser (E.g. Google)
2. Search for Zoom.U.s



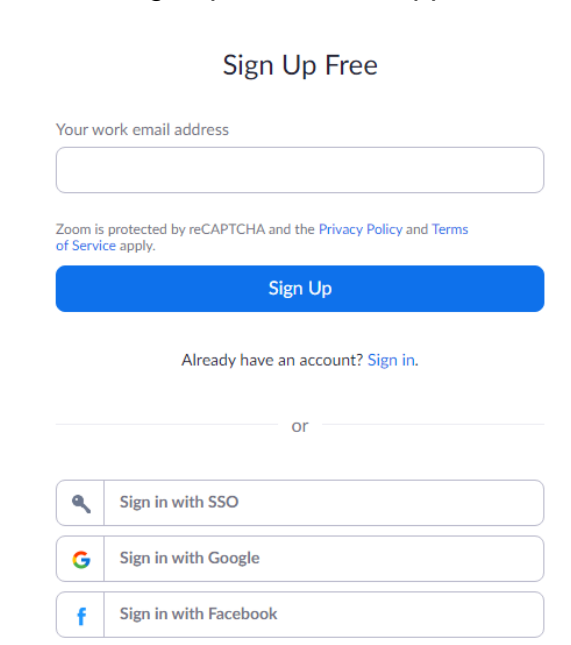
3. Select Sign Up



4. You be asked to verify your age as you must be over 18 to create an account



5. Use the calendar to select your age
6. Select Confirm
7. The Sign up screen will appear

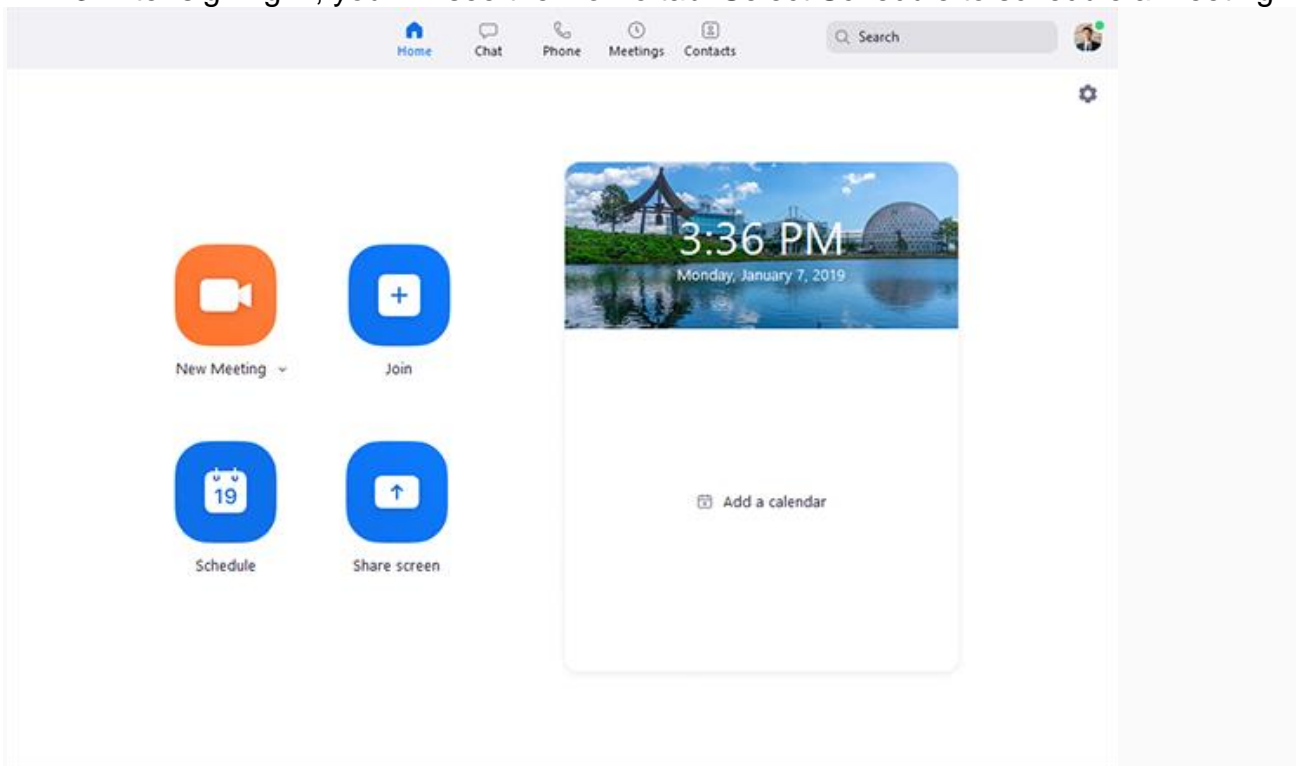


8. To sign in you can need to use an email address to create your Zoom account. Options include joining with Google or Facebook account. You will be required to enter your password if chosen.

9. Enter email address,
10. Select **Sign Up**

11. Confirm if required “**I agree to the Terms of Service**”
12. An verification email will be sent your email used – go to the email address you have signed up with and verify the account by clicking on the link provided

13. After signing in, you will see the **Home** tab. Select Schedule to schedule a meeting



## Scheduling a Meeting

1. Open your Zoom client and sign in to Zoom.
2. Click on the **Schedule** icon.



### Schedule

This will open the scheduler window.

3. Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

### Schedule a Meeting

**Topic:**

**Start:**

**Duration:**  Hr  Min

**Time Zone:**

Recurring meeting

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**Video**  
 Host:  On  Off    Participants:  On  Off

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**Audio**  
 Telephone     Computer Audio     Telephone and Computer Audio

Dial in from United States [Edit](#)

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**Options**  
 List on Public Calendar ⓘ  
 Require meeting password

[Advanced Options](#) ▾

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**Calendar**  
 Outlook     Google Calendar     Other Calendars

4. **Topic:** Enter a topic or name for your meeting.

5. **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.

6. **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.

7. **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.

8. **Recurring meeting:** Choose if you would like a recurring meeting (the meeting ID will remain the same for each session).

9. **Video**

- a. **Host:** Choose video on.
- b. **Participant:** Choose videos on
- c. **Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**,

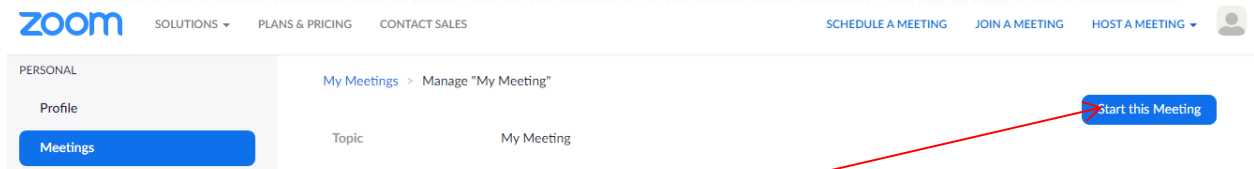
10. **Advanced Options:** Click on the arrow to view additional meeting options.

- a. **Require meeting password:** You are advised to add a meeting password.  
**Note:** The meeting password must meet requirements.
- b. **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.

- c. **Mute participants on entry:** If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting. .
- d. **Use Personal Meeting ID:** Check this to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

11. Select Save

12. This will now appear in Meetings

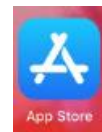


13. To start the meeting Select the meeting .

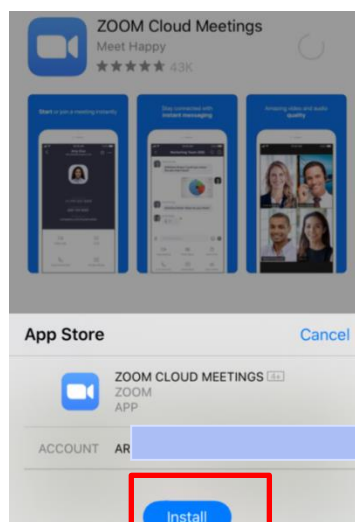
14. Click on **Start this meeting**

## Installing Zoom on iPhone

1. If the Zoom app is not installed on your device you will need to install it.
2. In your Apple app store - search for **Zoom**



3. Select the Zoom app
4. Select **GET**
5. Then select **Install**. It may take a minute or two to download the app. (Ensure you are connected to BT Wi-Fi so as not to use up your mobile data).



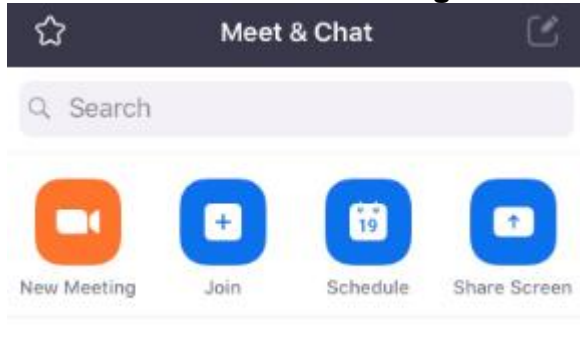
6. When the download is complete select **Open**



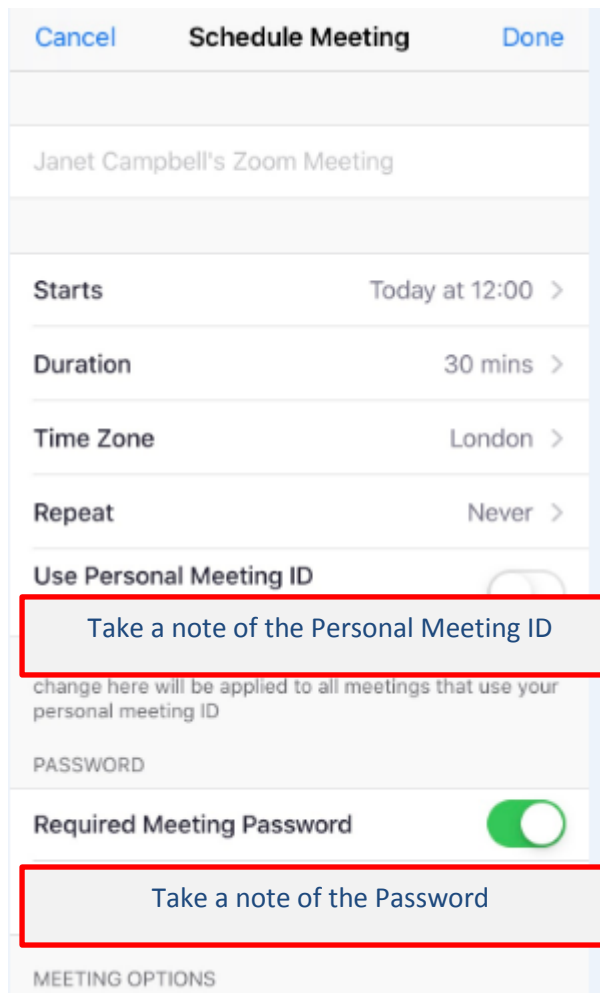


## Scheduling a meeting via iPhone

1. Open the Zoom app
2. Select **Schedule a Meeting**

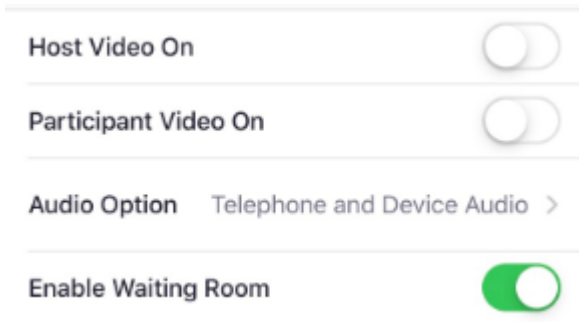


3. The Schedule a Meeting Window will appear



- **Topic:** Enter a topic or name for your meeting.
- **Date and time:** Select a date and time
  - a. **Repeat:** This can be used to schedule a daily/weekly meeting
- **Ensure to Use Personal Meeting ID:** - Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated. **This is the number that you will provide staff with for you relative to join the meeting**
- **Require meeting password** – select and input your meeting password here. – just must let staff know this password so your family member can join the meeting

## Meeting Options



**Host Video on:** Slide to choose host video on when joining the meeting.

**Participant Video on:** Slide button to choose the participants' videos on when joining the meeting.

**Audio Option:** Slide button to choose whether to allow users to call in via Telephone only, Computer Audio only, or Both

**Enable join before host:** Allow participants to

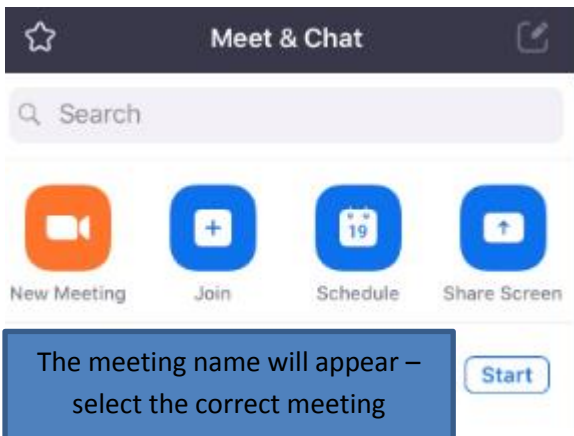
join the meeting without you or before you join.

### Some other Advanced Options depending on device

- Click **Done/Schedule** to finish, and open the selected calendar service to add the meeting
- You may need to send an invite to complete the schedule. You will not need to send an invite to the hospital staff. Take a note of the personal meeting ID & Password and tell this to staff when phoning
- You can add this to your calendar as a reminder

## Starting the meeting

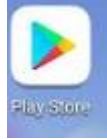
### 1. Open the Zoom app from you Iphone



2. Select the meeting
3. Select Start

## Install Zoom on via Android / Smartphone

1. For this, you will need the Zoom app installed on your device.

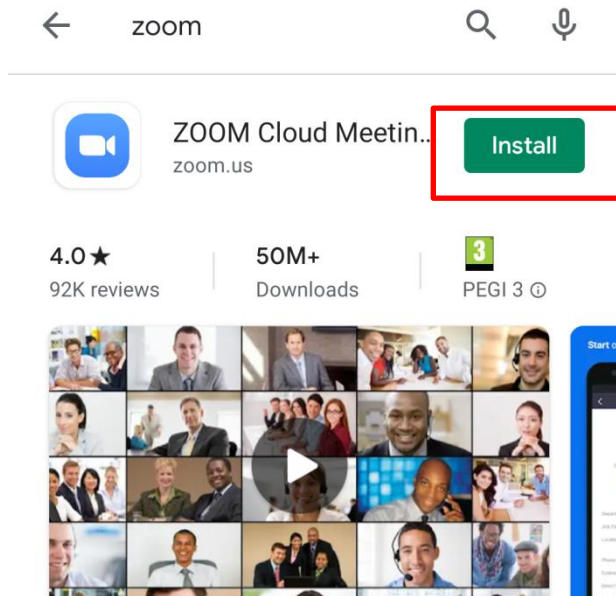


2. In Google play search for **Zoom**

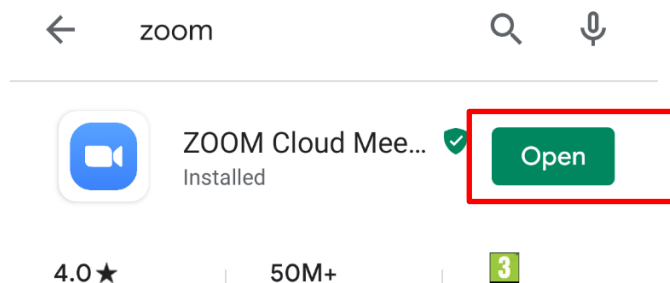


3. Select the Zoom App

4. Select **Install** (Please ensure you are connected to BT Wi-Fi to ensure you do not use up your mobile data).



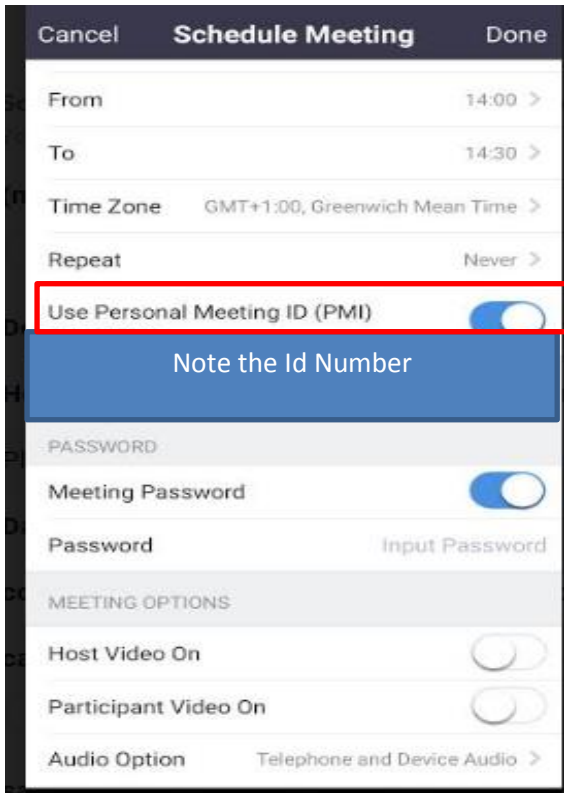
5. When the download is finished, select **Open**



6. The Zoom app should now appear on your home screen

## Schedule a meeting via Android / Smartphone

1. Select the Zoom App
2. Select **Schedule a Meeting**



### Meeting settings.

**Topic:** Enter a topic or name for your meeting.

**Date and time:** Select if meeting is going to repeat a daily/weekly meeting

**Ensure to Use Personal Meeting ID:** - Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated. **This is the number that you will provide staff with for you relative to join the meeting**

**Require meeting password** – select and input your meeting password here. – you must let staff know this password so your family member can join the meeting

### Meeting Options

- a. **Host:** Slide to choose host video on when joining the meeting.
- b. **Participant:** Slide button to choose the participants' videos on when joining the meeting.
- c. **Audio:** Slide button to choose whether to allow users to call in via Telephone only, Computer Audio only, or

Both

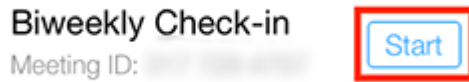
**Some other Advanced Options depending on device:** Click on the arrow to view additional meeting options.

- a. **Enable join before host:** Allow participants to join the meeting without you or before you join.
- b. **Mute participants on entry:**
  - Click **Done/Schedule** to finish, and open the selected calendar service to add the meeting
  - The **New Event** or **Add Invitees** information window will appear
  - If you are using a phone you may need to send an invite to complete the schedule. You will not need to send an invite to the hospital staff. Take a note of the personal meeting ID & Password and tell this to staff when phoning
  - You can add this to your calendar as a reminder



### Starting a Scheduled Meeting

1. Open the Zoom app
2. Sign in if required
3. Select the meeting
4. Click **Start** next to the meeting you want to start.



### Zoom meeting options whilst in a meeting



1. **Mute/Unmute** – Mute or unmute your microphone.
2. **Video** – Start and stop your own video.
3. **Share** – Start a screen share. You'll be able to select what you want to share.
4. **Participants** – See who's currently in the meeting. The participants list also gives you access to these options.
5. **Tap your name** if you want to rename yourself.
6. **Chats**: Chat with other participants.
7. **Invite**: Invite others to join your meeting.